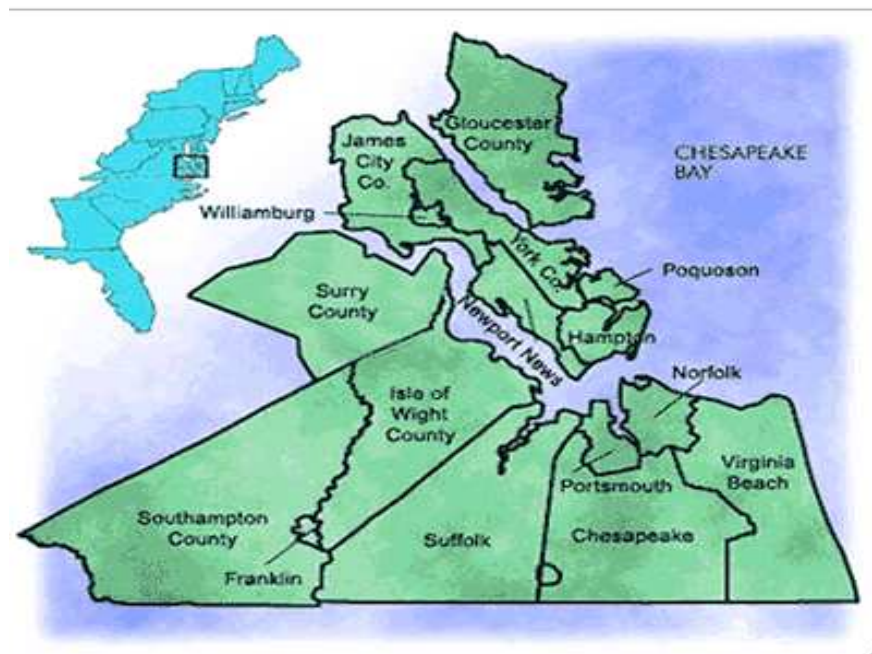# HAMPTON ROADS AREA PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION COORDINATED PLAN

FINAL REPORT AND PLAN
APRIL 2008

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BACKGROUND / INTRODUCTION

In August 2005, President Bush signed the "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU, Public Law 109-59). In addition to reauthorizing traditional federal funding for surface transportation programs and projects, the statute identified three funding programs under the Federal Transit Administration (FTA) that would require "projects selected (to be) derived from a locally developed, coordinated public transit-human services transportation plan," referred to throughout this document as the Coordinated Plan. These fund sources (described in further detail later in this Plan) include:

- Section 5310 – Formula grants for special needs of elderly individuals and individuals with disabilities
- Section 5316 -- Job Access and Reverse Commute (JARC) formula grants
- Section 5317 – New Freedom program

For the Hampton Roads area, this Plan has been developed in partnership by the Hampton Roads Planning District Commission (HRPDC), the Transportation District Commission of Hampton Roads (Hampton Roads Transit or HRT), and Williamsburg Area Transport (WAT), and in consultation with the Commonwealth of Virginia. HRT has been named by the Governor to serve as Designated Recipient for the Virginia Beach Urbanized Area (UZA) for specified funds and responsibilities, and has been requested by HRPDC and WAT to take the lead for this process. The statute further specifies that plan must be "developed through a process that included representatives of public, private, and nonprofit transportation and human services providers and participation by the public."

Appendix A contains a list of key terms, acronyms, and websites that were used by participants in the regional Coordinated Planning process and which may be useful to readers of this document.

Although attempts at federal-level coordination of between public transit and human service transportation programs date back several decades, the current emphasis can be traced largely to Executive Order 13330, issued on February 24, 2004. This provided impetus for many of the provisions subsequently enacted in SAFETEA-LU. After an extensive public comment period, FTA published guidance and program administration Circulars for the three funding programs on March 29, 2007, which

became effective on May 1, 2007. An updated circular for the Section 5311 program (Formula grants for other than urbanized areas) was published on February 28, 2007, effective April 1, 2007. **Appendix B** of this Plan contains links to these key federal guidance documents. Other useful information is available through the Interagency Transportation Coordinating Council on Access and Mobility (CCAM), established by the Executive Order, and whose website can be found at http://www.unitedweride.gov.

The Virginia Department of Rail and Public Transportation (DRPT) is the Designated Recipient Statewide for the Section 5310 and 5311 programs, as well as for the JARC and New Freedom formula programs for non-urbanized (rural) and small urbanized areas. Although Section 5311 recipients are not formally subject to the coordination requirements, they are encouraged to do so to the extent feasible. In addition to the Virginia Beach UZA, this Plan also covers non-urbanized areas within the jurisdiction of HRPDC and Planning District 23.

SAFETEA-LU is due to expire on September 30, 2009. It is not known at this time what requirements and/or funding levels will be contained in a future reauthorization. To date, Congress has not imposed coordination requirements on any "human service" transportation programs.

LOCAL PLANNING PROCESS

The idea of coordinating public transit and human services transportation in order to improve service and control costs is not new. What SAFETEA-LU provides is some new opportunities and incentives to work toward these goals. Public agencies, private transportation providers, and human service organizations in the Hampton Roads area that work with older adults, persons with disabilities, and low-income individuals and communities have been invited to participate throughout the process that can help to improve mobility and access for these target populations. More than 150 public and private organizations were invited to participate in a series of Stakeholder meetings, as well as an electronic survey to identify current resources and expressed needs. Stakeholder meetings were held in March 2007, November 2007, and March 2008; each series allowed for attendance in the participants' choice of Hampton, Norfolk, or Williamsburg.

In order to provide multiple opportunities for communication, including RSVPs for meetings, a dedicated telephone number and email address were established at Hampton Roads Transit, and a special website was set up to provide comprehensive information about meeting materials and related information resources. These contacts were published regularly and included in all announcements relating to the Coordinated Plan process. They are:

          Telephone: 757-222-6077
          Email: coordination@hrtransit.org
          Website: http://coordination.dcstech.org

A listing of participating agencies and organizations is included as **Appendix C**. A

summary of the survey results can be found at **Appendix D**, with additional detail, particularly for many of the qualitative questions, available on the website. **Appendix E and F** provide summaries, respectively, of the meeting discussions held during March and November 2007. The primary purpose of the March 2008 meetings was to solicit additional comments and direction for an earlier DRAFT version of this Coordinated Plan, which was then released for public review and comment prior to endorsement and approval by the partner agencies.

A small amount of new funding has been made available through the federal transportation law. These funds will work best when combined with other available public, private, and human services funding. This document identifies the funds made available for the Virginia Beach UZA, and focuses on strategies and projects prioritized by Stakeholder discussions for mobility needs in this area. However, in line with HRPDC's broader jurisdiction and responsibilities, this Coordinated Plan also provides participation opportunities for agencies that desire to apply for funds for which DRPT is the Statewide Designated Recipient, (e.g., FTA Sections 5310 and 5311).

The Coordinated Plan must include:
- an assessment of existing services, providers, and users
- an assessment of current gaps and needs, as well as areas of duplication
- strategies and/or activities to address gaps and achieve efficiencies; *and*
- relative priorities for implementation

All projects to be selected for funding under the 5310, JARC, and New Freedom programs must be "derived from" the Coordinated Plan, and the selection of such projects must be on a competitive basis, even if an agency has previously received funding under such programs.

FUNDING AVAILABLE

Since the signing of SAFETEA-LU, and based on annual Congressional appropriations, the following funds for partial implementation of the Coordinated Plan process have been made available for projects in the Virginia Beach UZA:

	JARC	New Freedom	Total	% change
FY 2006	$555,706	$320,054	$875,760	
FY 2007	$585,773	$337,279	$923,052	5.4%
FY 2008	$634,588	$364,345	$998,933	8.2%
3-Year total	$1,776,067	$1,021,678	$2,797,745	

Based on the funding made available to date, we have added an estimate of availability for the final year authorized for SAFETEA-LU:

	JARC	New Freedom	Total	% change
FY 2009 (est)	$672,663	$386,206	$1,058,869	6% (est)
SAFETEA-LU total	$2,448,730	$1,407,884	$3,856,614	

In addition, Statewide funds for Section 5310, and for JARC and New Freedom for non-urbanized areas of the Hampton Roads region are administered through DRPT, and are subject to those application processes.

It should be noted that there are numerous non-FTA funds available through the federal government for a wide variety of human service purposes. A report by the Government Accountability Office has identified more than 60 such programs, with annual expenditures well over $1 billion nationally, with the largest number and amounts funded through the Department of Health and Human Services. In addition, a variety of State, local, and private funding is available and used for transportation purposes, although often these have not been identified with specificity. Some of the programs and fund sources that were identified through the Hampton Roads survey include:

- Older Americans Funds
- Medicaid/Medicare
- Independent Living services
- City and County funds
- Foundations
- United Way
- Fuel reimbursement
- Donations

As noted elsewhere, SAFETEA-LU requires that, as of October 1, 2006, any projects funded under Sections 5310, 5316, and 5317 must be "derived from a locally-developed, coordinated public transit – human services transportation plan" (Coordinated Plan). The funds available under each of these programs are extremely limited, and thus the ability of applicants to leverage other funds should be an important consideration for project selection.

- Section 5310 funds (formula grants for special needs of elderly individuals and individuals with disabilities) are administered by the State for capital projects. Primary recipients are private non-profit organizations. Under current Virginia policy, projects are generally restricted to vehicle purchases.

- Section 5316, the Job Access and Reverse Commute (JARC) program was changed by SAFETEA-LU from a discretionary (earmarked) program to formula funding for services aimed at low-income individuals.

- Section 5317, the New Freedom program is new, although very limited, funding for "new" public transportation services and public transportation alternatives "beyond" those required by the Americans with Disabilities Act (ADA) that provide transportation assistance to individuals with disabilities. The current federal interpretation is that both of these criteria must be met. "New" is defined as the project did not exist prior to the August 2005 signing of SAFETEA-LU, and "beyond" the ADA requirements is determined by FTA and USDOT interpretations of their ADA regulations.

The service areas of both Hampton Roads Transit (HRT) and Williamsburg Area Transport (WAT) are included in the Virginia Beach Urbanized Area (UZA). In order to qualify for potential State funding, nearby non-urbanized communities have also been included in this Coordinated Plan.

The following table is excerpted from DRPT materials and provides a summary of key qualifying provisions for the FTA funding programs discussed herein:

Federal Aid Grant Program	Program Description	Eligible Recipients	Level of Federal Funds Available
FTA Section 5310	Supports the purchase of vehicles and equipment	Private non-profit operators of services for the elderly and persons with disabilities.	Up to 80% of eligible capital expenses
FTA Job Access and Reverse Commute Formula Program (previously earmarked)	Supports the operating and capital costs of special programs designed to connect unemployed people to jobs and other services for low-income persons	Private non-profit organizations, State or local governmental authority; and operators of public transportation services	Up to 50% of net operating expenses and up to 80% of eligible capital expenses
New Freedom Formula Program	Supports capital and operating costs of <u>new</u> public transportation services for people with disabilities and new public transportation alternatives <u>beyond</u> those required by the Americans with Disabilities Act of 1990 (ADA).	Private non-profit organizations, State or local governmental authority; and operators of public transportation services	Up to 80% of eligible capital expenses. Up to 50% of eligible operating expenses
FTA Section 5311	Supports operating and capital costs of transit operators in non-urbanized areas	Local and State Governments; Transportation District Commissions; Public Service Corporations; Private Non-profit Agencies	Up to 50% of net operating expenses and up to 80% of eligible capital expenses

Appendix G provides a summary listing, from the relevant FTA circulars, of examples of "eligible" types of projects under JARC, New Freedom, and Section 5310 funding.

REQUIRED ELEMENTS OF THIS PLAN

According to the FTA Circulars, projects competitively selected for funding "shall be derived from a coordinated plan that minimally includes the following elements at a level consistent with available resources and the complexity of the local institutional environment:

- An assessment of available services that identifies current transportation providers (public, private, and non-profit);

- An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, and gaps in service;

- Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and

- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified."

Phrased another way, the Coordinated Plan is expected to identify what a community wants to:
- Achieve
- Preserve
- Avoid, and/or
- Eliminate.

A total of 39 distinct organizations responded to the online survey (a few submitted more than one response over time). Of these, 14 are public agencies, 18 are private non-profits, and 7 are for-profit private providers. Current programs serve anywhere from fewer than 10 to more than 1 million passengers per month. A summary of survey responses is provided in **Appendix D**, and more detailed responses are available on the project website.

As an alternative and qualitative means of information-gathering, a series of flip charts were used as part of the first round of Stakeholder meetings in March 2007 to elicit responses to the following key topics, as a paraphrasing of the federal requirements:
- What do we have?
- What do we want/need?
- What's missing or "in the way"? (gaps & barriers)
- Overlaps & Duplications
- How to decide – criteria & priorities

Responses to these issues were summarized, both for each of the community meetings and as a regional collection, and were provided to participants for the second round of meetings in November 2007 to elicit further comment. Summaries of the key discussion points from March and November 2007 are included in **Appendix E and F**, respectively.

"Needs" identified by survey respondents included more capacity for existing services, longer times of service availability, more evening and weekend service, lower fares or fees, greater service area coverage, and service for a variety of trip purposes. More and better information availability, both in general and about the status of one's own trips, was often cited. There is also a strong interest in improving perceived service reliability and accountability.

Throughout the discussions, sustainability of programs and funds was identified as a key criterion for project selection. Improvements in mobility and information availability also rated highly. A summary of recommended evaluation criteria, based on community

discussions, and formatted to be consistent with DRPT statewide processes, is included in **Appendix H**.

Participants also discussed the extent to which "need versus number" (i.e., magnitude of individual need compared to number of persons that might receive services) should be used as a criterion, and were unable to achieve a consensus, with almost even numbers of preferences for each approach. For this reason, this metric is not intended to be used as a specific evaluation factor, but applicants are encouraged to describe their project in the manner most favorable or important to their desired aims.

Key strategies that have been identified for the Hampton Roads area, both for the urbanized area and for rural communities under the jurisdiction of DRPT for funding, include, but are not limited to:
- Emphasize capital projects (in contrast to operations) in the short term for initial implementation, pending Reauthorization
- Improve interagency and inter-jurisdictional travel and services
- Make use of existing resources, including volunteers
- Improve both information and infrastructure resources (including physical and technology)
- Improve reciprocal agreements and ordinances for use of accessible taxicabs
- Focus on shared-ride services
- Encourage stronger coordination by 5310 recipients through cooperative or interagency agreements for shared use of services (e.g., purchase and/or sale/barter of unused seats).

Types of projects that Stakeholders identified as priorities for implementation include, but are not limited to:
- Mobility management (including expanded information and referral programs, and coordinated call center(s)). Building on the *No Wrong Door* pilot project received strong support and appears cost-effective.
- Improve ADA paratransit programs and information through technology, including GPS, AVL, MDTs, IVR, etc.
- Travel training
- Employee and/or client shuttles (the *C-Van* program in Richmond was identified as a possible model) and transportation for employment support services
- Other infrastructure (e.g., curb ramps, talking signs)
- Voucher programs to provide trip alternatives
- Increases in shared rides.

Stakeholders chose to not prioritize these types of projects on a region-wide basis, although there were sub-regional preferences for certain types of projects.

It should also be noted that the national Taxicab, Limousine and Paratransit Association (TLPA) is undertaking a study of issues associated with accessible taxicabs (a topic identified as a strong interest in Regional discussions), which is expected to be completed in the Autumn of 2008, and that report is expected to be a useful input into local decision-making and project selection.

NEXT STEPS

PLAN ADOPTION PROCESS & APPLICATION SCHEDULE

An earlier draft version of this Coordinated Plan was reviewed by participating Stakeholders in early March 2008, and has been made available for general public review following local policies and federal guidelines. It was also presented to the Transportation Technical Committee (TTC) of the HRPDC at their regular monthly meeting in March 2008 and was endorsed by the MPO at their April 2008 meeting. The Plan was also endorsed by the James City County Board of Supervisors acting as the Board of Directors of WAT on April 8, 2008.

Immediately following adoption of this Coordinated Plan by the TDCHR, applications for the initial round of projects will be accepted, using the format in **Appendix I** of the Plan and the Evaluation Criteria in **Appendix H** as the basis of the first round. Projects to be funded with FY 2006 money must be obligated through the FTA approval process by September 30, 2008. Therefore, an emphasis and additional criterion for the first round of project funding will include ability of the project and applicant to be promptly approved by FTA.

A Project Evaluation and Selection Committee will be formed to review all applications submitted. The Committee will include representatives of the key agencies responsible for this Coordinated Plan (HRPDC, HRT, and WAT) as well as representatives from Stakeholders who have participated in the Planning process. To avoid any conflict of interest, and to maintain the statutory "competitive selection" requirement, no agency or organization will be permitted to vote on their own project submittal.

Requests for projects utilizing funding from FY 2007 and FY 2008 will be considered and acted upon at a later date, anticipated by November 2008. The Regional Partner agencies will consider, on an as needed basis, possible minor administrative amendments to improve the project application and selection process that may be incorporated to **Appendix H** and **Appendix I** as a result of the first round of funding, and which are incorporated by reference into this Coordinated Plan.

REAUTHORIZATION and PLAN UPDATE(S)

As previously noted, SAFETEA-LU is due to expire on September 30, 2009, and should (hopefully) be reauthorized by Congress before that date. If not, extensions will be required to maintain the existing programs, which we know from the past can severely impact project cash flow. It is not known at this time what changes may be made to the funding programs and/or coordination requirements as a result of future processes and Congressional actions.

The FTA Circulars anticipate that updates to the Coordinated Plan will occur on a timeline in conjunction with the Metropolitan and Statewide planning processes. Such update(s) will occur following the upcoming Reauthorization cycle and will be subject to any statutory changes that occur therein. If interim amendments or clarifications to this Coordinated Plan are needed, other than as described above, they will be developed and adopted consistent with the outreach and processes utilized to date.

APPENDICES

A.   GLOSSARY of TERMS, ACRONYMS, and WEBSITES

B.   LINKS to FTA CIRCULARS/REQUIREMENTS/RESOURCES

C.   PLANNING PARTICIPANTS (2 pages)

D.   SURVEY RESULTS (11 pages)

E.   COMBINED SUMMARY of STAKEHOLDER MEETING DISCUSSIONS,
        March 2007 (5 pages)

F.   COMBINED SUMMARY of STAKEHOLDER MEETING DISCUSSIONS,
        November 2007 (5 pages)

G.   ELIGIBLE PROJECTS by FUND SOURCE, Excerpts from FTA Program
        Circulars (9 pages)

H.   EVALUATION CRITERIA for COMPETITIVE PROJECT SELECTION
        (3 pages)

I.   PROJECT APPLICATION FORMS, INSTRUCTIONS, and FIRST CYCLE
        SCHEDULE (18 pages)

APPENDIX A
GLOSSARY of TERMS, ACRONYMS, and WEBSITES

ADA   Americans with Disabilities Act

DRPT   Department of Rail & Public Transportation, Commonwealth of Virginia   http://www.drpt.virginia.gov/

FTA   Federal Transit Administration   http://www.fta.dot.gov/

FY   Fiscal Year

HRPDC   Hampton Roads Planning District Commission
http://www.hrpdcva.gov

HRT   Hampton Roads Transit (officially Transportation District Commission of Hampton Roads, TDCHR) http://www.gohrt.com/

JARC   Job Access and Reverse Commute funding (Section 5316)

MPO   Metropolitan Planning Organization. (The voting membership of the Hampton Roads MPO includes a representative from each of the cities, counties, and public transit agencies within the metropolitan planning area, plus the Virginia department of Transportation and the HRPDC.)

NF   New Freedom program created by SAFTEA-LU (Section 5317)

SAFETEA-LU   Safe, Accountable, Flexible, Efficient, Transportation Equity Act
–   A Legacy for Users (Public Law 109-59). Federal highway and transit authorization signed on August 10, 2005.

Travel Training   Short-term, comprehensive, intensive instruction designed to teach individuals with disabilities how to travel safely and independently on public transportation.

United We Ride   Interagency Federal initiative supporting States and localities to develop coordinated human service delivery systems.
http://www.unitedweride.gov/

UZA   Urbanized Area (as defined by U.S. Census Bureau)

WAT   Williamsburg Area Transport
http://www.williamsburgtransport.com/

5310   Formula grants to States for "special needs of elderly individuals and individuals with disabilities" (capital funds only)

APPENDIX B
LINKS to FTA CIRCULARS/REQUIREMENTS/RESOURCES

<u>FTA Notices and Circulars on Human Services Coordination</u> *(Docket #24037)* – This has been a lengthy process with several important notices and documents involved.

The original Federal Register notice and request for comments (13 pages, March 15, 2006) is at:
http://dmses.dot.gov/docimages/pdf95/389836_web.pdf

Initial guidance for FY 2007 and the notice of availability of the draft circulars (10 pages, September 6, 2006 #222 on the docket) is at:
http://dmses.dot.gov/docimages/pdf97/412850_web.pdf

Clarification of interim guidance for FY 2007 implementation (1 page, October 31, 2006, #234 on the docket) is at:
http://dmses.dot.gov/docimages/pdf98/423516_web.pdf

Final program circulars were issued on March 29, 2007, and are all over 100 pages long. The Federal Register notice which explains what final changes were approved by FTA, and why, is at:
http://a257.g.akamaitech.net/7/257/2422/01jan20071800/edocket.access.gpo.gov/2007/pdf/E7-5734.pdf

The "new "Section 5310 circular is at:
http://www.fta.dot.gov/laws/circulars/leg_reg_6622.html

The JARC circular (Section 5316) is at:
http://www.fta.dot.gov/laws/circulars/leg_reg_6623.html

The circular for the New Freedom program (Section 5317) is at:
http://www.fta.dot.gov/laws/circulars/leg_reg_6624.html

These new Circulars become effective May 1, 2007.

For funding for Rural communities:
<u>FTA §5311 Updated Circular</u> *(Docket #25365)* – published on February 28, 2007; effective April 1st. The full circular (135 pages) is at:
http://dmses.dot.gov/docimages/pdf100/456458_web.pdf
The Federal Register notice for the circular is at:
http://a257.g.akamaitech.net/7/257/2422/01jan20071800/edocket.access.gpo.gov/2007/pdf/E7-3452.pdf

APPENDIX C
PLANNING PARTICIPANTS

Organization/Agency Name	City	Participation/Involvement March 2007 mtgs	Survey	Nov 2007 mtgs	March 2008 mtgs
American Red Cross-Hampton Roads Chapter	Newport News		*		*
Big Brothers Big Sisters of Greater Williamsburg	Williamsburg		*		
Black and White Cab Co.	Norfolk	*	*	*	*
Bon Secours Health System	Norfolk/Portsmouth				*
Chesapeake Service Systems	Chesapeake				*
Child & Family Services of Eastern Virginia	Norfolk	*	*		
City of Newport News Planning Dept	Newport News	*		*	
City of Virginia Beach Human Services Dept	Virginia Beach	*	*	*	*
City of Virginia Beach Planning Dept.	Virginia Beach	*	*	*	*
Colonial CSB	Williamsburg		*	*	
Colonial Transit, LLC	Williamsburg		*	*	*
Commonwealth Council on Aging	Williamsburg	*			
County of York/Community Services	Yorktown	*	*	*	*
Curbside Services, Inc	Williamsburg	*	*	*	*
Department for the Blind and Vision Impaired (DBVI/VA Dept of the Blind)	Norfolk	*	*	*	
DHS	Norfolk	*			
Dominion Coach Company, t/a Tranquest, LLC	Norfolk	*	*		
DRPT (Consultant)	Lancaster	*			
DRPT (State)	Richmond			*	*
Ed & Son Bus Service	Suffolk	*			
Eggleston Services	Norfolk	*	*	*	*
Endependence Center	Norfolk	*	*		
Friends of the Homeless, Inc.	Newport News		*		
Good Seed Good Ground	Newport News		*	*	*
Hampton City Schools	Hampton		*		
Hampton-Newport News Community Services Board	Newport News	*	*	*	*
Hampton Roads Planning District Commission (HRPDC)	Chesapeake	*		*	*
Hampton Roads Transportation/Yellow Cab	Norfolk	*		*	
Historic Triangle Senior Center/RIDES	Williamsburg	*	*	*	*
HRT ADA/Paratransit Advisory Committee	(several)	*		*	*
Insight Enterprises, Inc., Peninsula Center for Independent Living (IEPCIL)	Hampton		*	*	*
Isle of Wight Dept of Social Srvcs	Isle of Wight	*			*

APPENDIX C
PLANNING PARTICIPANTS

Organization	Location				
JCC DSS (incl Adults program)	Williamsburg	*	*	*	*
LogistiCare	Norfolk			*	*
Martz Group	Fredericksburg				*
Newport News DSS	Newport News			*	*
Norfolk CSB	Norfolk			*	*
Peninsula Agency on Aging, Inc.	Newport News	*	*	*	*
Poquoson City Schools	Poquoson				*
PORTCO, Inc.	Portsmouth	*	*		*
Senior Services of SEVA	Norfolk			*	*
Set Transportation Services	Virginia Beach	*	*		*
South Hampton Roads Disability Services Board	Virginia Beach	*	*	*	*
The ARC Virginia Peninsula	Hampton		*	*	*
The Retired & Senior Volunteer Program of the VA Peninsula, Inc. (RSVP)	Newport News	*	*	*	*
The STOP Organization	Norfolk			*	*
Thomas Nelson Community College, WTCE	Hampton				*
Transitions Family Violence Services	Hampton				*
Transportation District Commission of Hampton Roads (HRT)	Hampton	*	*	*	*
Urban League of Hampton Roads	Portsmouth				*
VA Council for Blind (consumer)	na				*
VA Medical Transportation Assn	Norfolk				*
VDOE T/TAC VCU	Richmond	*		*	*
Western Tidewater Community Services Board	Suffolk			*	*
Williamsburg AIDS Network	Williamsburg			*	*
Williamsburg Area Faith in Action	Williamsburg			*	*
Williamsburg Area Transport (WAT)	Williamsburg	*	*		*
Williamsburg Dept. of Human Services	Williamsburg				*
Yellow Cab of Virginia Beach	Virginia Beach				*
York County Food Closet	Yorktown				*

Appendix D - Survey Results

SurveyMonkey.com
because knowledge is everything

| Home | Create Survey | My Surveys | Address Book | My Account | | Help Center |

survey title:

Hampton Roads Public Transit and Human Services Transportation Survey **Edit Title**

design survey | collect responses | analyze results

- View Summary
- Browse Responses
- Filter Responses
- Download Responses
- Share Responses

Response Summary

Total Started Survey: **45**

Total Completed Survey: **33 (73.3%)**

Show this Page Only

Page: Organization or Agency Information

1. Organization or Agency Information

		Response Percent	Response Count
view	**Organization Name**	**100.0%**	44
view	Street Address	97.7%	43
view	City	97.7%	43
view	State	97.7%	43
view	Zip	97.7%	43
view	Website:	72.7%	32
		answered question	44
		skipped question	1
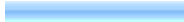
2. Organization or Agency Mailing Address (if different):

		Response Percent	Response Count
view	**Street Address or P.O. Box**	**100.0%**	5
view	City	80.0%	4
view	State	80.0%	4
view	Zip	80.0%	4
		answered question	5
		skipped question	40

3. Organization or Agency Contact Person

		Response Percent	Response Count
view	Name	95.4%	41
view	Title	97.7%	42
view	**Telephone**	**100.0%**	43
view	Fax	90.7%	39
view	Email	97.7%	42
		answered question	**43**
		skipped question	**2**

Show this Page Only

Page: A - Tell us about your organization.

4. Organization or Agency Type (please check one only):

		Response Percent	Response Count
	Public agency	34.2%	14
	Private, non-profit	**36.6%**	15
	Private, for-profit	14.6%	6
	Tribal organization	0.0%	0
	Faith-based organization	2.4%	1
view	Other (please specify)	12.2%	5
		answered question	**41**
		skipped question	**4**
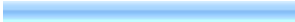
5. Type(s) of client population served (please check all that apply):

	Response Percent	Response Count
General Public	54.8%	23
Low-Income	59.5%	25
People with Disabilities	**73.8%**	31
Seniors	59.5%	25
Youth	50.0%	21
Families	45.2%	19
Other	7.1%	3

	answered question	42
	skipped question	3

6. How many individuals are served in each category:

			Response Percent	Response Count
view	General Public		40.0%	12
view	Low-Income		56.7%	17
view	**People with Disabilities**		**80.0%**	24
view	Seniors		60.0%	18
view	Youth		43.3%	13
view	Families		33.3%	10
view	Other		13.3%	4
			answered question	30
			skipped question	15

7. What is the service area for your organization or agency? (Please list specific cities/counties or parts of cities/counties, where applicable)

	Response Count
view	42
answered question	42
skipped question	3

8. Does your organization or agency currently provide or use transportation-related services?

	Response Percent	Response Count
Yes	**82.5%**	33
No (Jump to Section C)	17.5%	7
answered question		40
skipped question		5

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Page: B - Describe Transporation Services Currently Used or Provided

9. What kind(s) of transportation-related services does your organization or agency currently provide or use? (Please check all that apply)

	Provide	Use	Response Count
Arrange rides on other services	35.7% (5)	**64.3% (9)**	14
Operate with control (over service design and delivery)	**92.3% (12)**	7.7% (1)	13
Operate as contractor	**88.9% (8)**	11.1% (1)	9
Purchase transportation services (with control)	**50.0% (5)**	**50.0% (5)**	10
Subsidize services controlled by others	**50.0% (3)**	**50.0% (3)**	6
Other (Please describe in the next question)	**100.0% (10)**	0.0% (0)	10
		answered question	**25**
		skipped question	**20**

10. Please descibe any "Other" services if you checked that box on question #9 above.

	Response Count
view	12
answered question	**12**
skipped question	**33**

11. How many one-way trips are provided or used in an average month? (Please count round trips as two one-way trips)

	Response Count
view	23
answered question	**23**
skipped question	**22**

12. For what kinds of trip purposes do your clients currently take rides? (Please check all that apply, and indicate the 3 most frequent)

	Use	Most Frequent	Response Count
Medical	**53.8% (14)**	46.2% (12)	26
Education	**64.0% (16)**	36.0% (9)	25
Employment	**60.9% (14)**	39.1% (9)	23
Shopping	**64.7% (11)**	35.3% (6)	17
Social services	**60.9% (14)**	39.1% (9)	23

Social or family	90.0% (9)	10.0% (1)	10
Recreation	80.0% (12)	20.0% (3)	15
Personal business	77.8% (7)	22.2% (2)	9
Religious activities	100.0% (10)	0.0% (0)	10
Veterans activities	85.7% (6)	14.3% (1)	7
Other	60.0% (6)	40.0% (4)	10
		answered question	**26**
		skipped question	**19**

13. If there are trip purposes for which your clients cannot get rides, what are they and about how many one-way trips are desired each month for each purpose?

	Response Count
💬 view	14
answered question	**14**
skipped question	**31**

14. What days and hours does your organization or agency provide or use transportation service?

Time of first pick-up

	Before 4:00 AM	4:00 - 6:00 AM	6:00 - 8:00 AM	8:00 - 10:00 AM	10:00 - Noon	After 12:00 Noon	N/A	**Response Count**
Sunday	14.3% (2)	7.1% (1)	7.1% (1)	7.1% (1)	0.0% (0)	0.0% (0)	**64.3% (9)**	14
Monday	9.1% (2)	9.1% (2)	**40.9% (9)**	27.3% (6)	4.5% (1)	0.0% (0)	9.1% (2)	22
Tuesday	13.6% (3)	4.5% (1)	**45.5% (10)**	27.3% (6)	4.5% (1)	0.0% (0)	4.5% (1)	22
Wednesday	13.6% (3)	4.5% (1)	**45.5% (10)**	22.7% (5)	9.1% (2)	0.0% (0)	4.5% (1)	22
Thursday	14.3% (3)	4.8% (1)	**47.6% (10)**	23.8% (5)	4.8% (1)	0.0% (0)	4.8% (1)	21
Friday	13.6% (3)	4.5% (1)	**50.0% (11)**	22.7% (5)	0.0% (0)	4.5% (1)	4.5% (1)	22
Saturday	12.5% (2)	6.3% (1)	25.0% (4)	12.5% (2)	6.3% (1)	0.0% (0)	**37.5% (6)**	16

Time of last drop-off

	Before 4:00 PM	4:00 - 6:00 PM	6:00 - 8:00 PM	8:00 - 10:00 PM	10:00 - 12:00 PM	After Midnight	N/A	**Response Count**

Sunday	8.3% (1)	0.0% (0)	16.7% (2)	0.0% (0)	0.0% (0)	16.7% (2)	**58.3% (7)**	12
Monday	14.3% (3)	**33.3% (7)**	23.8% (5)	4.8% (1)	0.0% (0)	19.0% (4)	4.8% (1)	21
Tuesday	18.2% (4)	**31.8% (7)**	22.7% (5)	4.5% (1)	0.0% (0)	22.7% (5)	0.0% (0)	22
Wednesday	18.2% (4)	**31.8% (7)**	22.7% (5)	4.5% (1)	0.0% (0)	18.2% (4)	4.5% (1)	22
Thursday	14.3% (3)	**33.3% (7)**	23.8% (5)	4.8% (1)	0.0% (0)	19.0% (4)	4.8% (1)	21
Friday	18.2% (4)	**22.7% (5)**	**22.7% (5)**	9.1% (2)	4.5% (1)	18.2% (4)	4.5% (1)	22
Saturday	6.7% (1)	6.7% (1)	26.7% (4)	0.0% (0)	0.0% (0)	26.7% (4)	**33.3% (5)**	15

answered question	**23**
skipped question	**22**

---

15. If there are there additional times when service would be desired, please indicate when, and how many individuals would be using the service each day or time

	Response Count
💬 view	15
answered question	**15**
skipped question	**30**

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16. How many vehicles of each kind below that are owned by the organization or agency are used for client transportation?

		Response Average	Response Total	Response Count
💬 view	Sedans	8.56	137	16
💬 view	Vans	12.00	252	21
💬 view	**Buses**	**25.53**	**434**	**17**
💬 view	Other (Please specify in the next question)	0.56	5	9

answered question	**23**
skipped question	**22**

---

17. Please specify any "Other" vehicle types if you checked that box on question #16 above.

	Response Count

	view	8

	answered question	**8**
	skipped question	**37**

18. Of the vehicles owned by the agency or organization that are used for client transportation; how many are designed to be wheelchair-accessible?

		Response Average	Response Total	Response Count
view	Sedans	0.00	0	8
view	Vans	8.13	122	15
view	**Buses**	**32.67**	**392**	**12**
view	Other	0.29	2	7
		answered question		**19**
		skipped question		**26**

19. Do your organization or agency staff use any personally-owned vehicles for client transpotation?

		Response Percent	Response Count
	No	**64.0%**	16
view	Yes (please specify how many vehicles)	36.0%	9
		answered question	**25**
		skipped question	**20**

20. What is your organization or agency budget for transportation for the current year? (Please break out categories as best you can and give amounts in whole dollars.)

		Response Average	Response Total	Response Count
view	**Operations**	**72,903.18**	**801935**	**11**
view	Administration	40,666.38	325331	8
view	Maintenance	18,048.50	180485	10
view	Fuel	27,621.11	248590	9
view	Other	18,377.36	202151	11
view	Capital	14,302.63	114421	8
view	In-kind services -- -- included in other parts of	0.00	0	5

agency or organization budget	0.00	0	3

	answered question	**13**
	skipped question	**32**

21. What fund sources pay for your transportation program? (check all that apply)

		Response Percent	**Response Count**
Fares		25.0%	6
Contracts with agencies		37.5%	9
Local (City/County)		**70.8%**	17
State		58.3%	14
Federal		58.3%	14
Fares		4.2%	1
Donations		16.7%	4
In-kind services -- included in other parts of agency or organization budget		12.5%	3
	answered question		**24**
	skipped question		**21**

22. Please provide any additional specific details about the funding sources you checked in question #21 above, such as specfic grants, programs or funding agencies.

	Response Count
💬 view	12
answered question	**12**
skipped question	**33**

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Page: C - Future Directions

23. What is your organization or agency's CURRENT fiscal year?

		Response Percent	**Response Count**
💬 view	**Begins**	**100.0%**	35
💬 view	**Ends**	**100.0%**	35
		answered question	**35**

skipped question   **10**

---

24. Please summarize any problems you face in providing or securing adequate transportation for your clients.

	Response Count
🗩 view	28
answered question	**28**
skipped question	**17**

---

25. Do you have any plans to add or expand transportation services in the next three years?

	Response Percent	Response Count
Yes	48.6%	17
No (Jump to Section D)	**51.4%**	18
answered question		**35**
skipped question		**10**

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Page: C - Future Directions (Continued)

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26. If you have any plans to add or expand transportation services in the next three years, please explain (e.g. what kind of service, where, for how many individuals)

	Response Count
🗩 view	16
answered question	**16**
skipped question	**29**

---

27. How many vehicles, and of what type, are planned to be acquired during the next three years?

	Response Count
🗩 view	15
answered question	**15**
skipped question	**30**

---

28. What fund source(s) do you plan to use?

	Response Count

	view	13
	answered question	**13**
	skipped question	**32**

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Page: D - Feedback

29. How do you think your organization or agency can benefit from coordinating with others?

		Response Count
	view	31
	answered question	**31**
	skipped question	**14**

30. What resources do you have to share?

		Response Count
	view	23
	answered question	**23**
	skipped question	**22**

31. If your organization or agency is not interested in coordination, or has had some negative experiences in previous attempts, please explain.

		Response Count
	view	12
	answered question	**12**
	skipped question	**33**

32. Please provide any other thoughts you have on how we can make this planning process effective.

		Response Count
	view	14
	answered question	**14**
	skipped question	**31**

March 2007

1 - WHAT DO WE HAVE ?

HRT – Handi-Rde – TRAFFIX
WAT, RIDES
Other vanpools & rideshare
Handi Transit
Anyone who got 5310
211-511-311 programs
City programs – including Park & Rec
School Districts
Head Start
Welfare to Work
Medicaid (thru CSB, van & cab companies, Logisticare)
Other medical transportation
PAA (Peninsula Agency on Aging)
SEVAMP (Senior Services of SouthEastern Virginia)
Taxicabs
ARC
Endependence Center, Insight Enterprises
STOP – Chesapeake Social Services
Dept for the Blind & Visually Impaired
Dept of Mental Retardation
Religious organizations
      Jewish Community Center
      Catholic Charities
      Williamsburg Faith in Action (WFIA)
Red Cross
Salvation Army
Nursing homes
Vets Admin has 2 vans (Hampton, long-term care)
      Pat R – HR cabs
Vouchers & purchased transport at Community Hospitals
Churches
Day Care centers
Senior Services, Agency on Aging
CSBs
Support Groups
      VA Assn of the Blind
Senior Communities have own van(s)
      Williamsburg Landing
      Patriots Colony
      Chambrel
Regional Authority

City/County, College, Colonial Williamsburg
Funders Forum, Healthy communities (Lois)
Volunteer programs
  SMART 1, Newport News
  Lions Club
  WFIA – Williamsburg Faith In Action

(SEVAMP did a survey about ten years ago, using 3b $ - contact Cindy)

2 - WHAT DO WE WANT / NEED ?

Seniors need transportation for independence & socialization,
  as well as medical services & meals
Sidewalks in York County
Demand-responsive service in low-density & rural areas
Travel training for everyone – adjust for customer preferences & institutional programs
Employment transportation
Accessible taxi cabs
MDTs for Handi-Ride
Serve mid-level needs, not just the most needy
  This can help contribute to the tax base
Expand paratransit outside ADA area or hours
  Esp in VA Beach
  Bus also
More vehicles
Connections within cities
Rural Transportation
  Bessie "2 communities"
Travel training
  VA Beach is doing some
  Need to access services
Discount bus rides (Urban League & STOP)
Better scheduling – of people and vehicles
Central Dispatch system
  MDTs
  Advanced Communications systems
Regional Voucher program
  Cities should contribute (Newport News is trying something)
  Use local cabs (e.g., Red Top in Arlington)
Neighborhood buses or vans
Curb cuts, shelters
Door-through-door assistance
Public transit in the North Williamsburg area
User-friendly transit
  Accessible buses

Kneelers
User training
Motor pools – use bus or van from WAT or HRT
Don't want to buy own bus
Service to Vets Admin in Hampton
Surrey County & others– employment after high school
HRT new service
Small rural area – maybe 1 or 2 days a week
Connect HRT & WAT better
e.g., to Hampton Coliseum
Information & Referral (more comprehensive)

Need to Communicate !!

3 – WHAT'S MISSING / IN THE WAY? (GAPS / BARRIERS)

What **is** the law ?
Interpretations of Medicaid & other rules
Medicaid says that Mentally Retarded cannot ride with Mentally Ill
Problems/barriers for Accessible taxicabs
Insurance
Lifts vs ramps
Litigation
Level of service
Drug & alcohol testing
Different cab rules in each city
(Judy Swystun provide info)
Liability & Insurance, esp for volunteers
School districts have part-time drivers
Staffing shortages
Planning problems (NIMBYs)
Need a bus stop for HNNCSB
(near ARC on 58th, near Coliseum Mall behind Careplex & cemetery)
Infrastructure, curb cuts
More passenger assistance (e.g., door-through-door)
Funding restrictions caused by insurance
? Logisticare
Schools have to allow seniors & people with disabilities to ride, but do they?
(David Gonzales to check)
State agency coordination with DRPT
Training
Passenger Assistance
Sensitivity
Fixed route as well as paratransit (esp for drivers)
How to run a system (STOP) – info from CTAA, CTAV?

Family training !
Information sharing
City design, layout, planning
Perceptions, attitudes – "those people"
Buses are scary (or cities)
No CIL in Williamsburg (expand IEPCIL?)
Information – what's available, for whom?
I&R program
Charter Bus regs (coming from FTA)
Fares – individual ability to pay can be problem
Need to enforce rideshare for WtW
(partner with TRAFFIX)
No sustainable state funding for transit
Information availability at Libraries & social service agencies
(Wayna Brown, James City)

Need better ID for Handi-Ride vans
Is Olmstead compliance "beyond ADA" ? (Pat check)

4 – OVERLAPS & DUPLICATIONS

HNNCSB willing to give up or share van if they can get HRT bus service
CSBs – AAAs – including JARC
Service at Hilton Village – 9 cabs for 13 people
WT/Angel Wings – same time, 2 vans
Retirement communities have their own vans & private roads
School buses idle during day
Who pays for extra use?
Arranged "hold harmless" for 400th celebration ($1.4 million, 275 buses)
What about Amtrak & freight lines?
See "What we have" !!

5 – HOW TO DECIDE – CRITERIA/PRIORITIES

Coordination times & locations
Need to "share", be flexible
Cost – local match
What performance measures?
Needs to be efficient
Communication between all agencies
Infrastructure
Mobility management
Travel Training !!
Sustainability (esp after 2009 reauthorization)

Need survey data
"Bang for buck" -- # of people served
      Impact on community
      Fill real gaps
Pay-back to local economy or tax base
      ARC -- $1.135 million wages for 90 people
      "value added"
Older Americans Act -- c1 funding for congregate dining, rather than 3b
IDEA – Indicator 14 data for High School grads
      Special Ed Advisory Committee for each city or school system
Changing demographics & service
Stretch the rules !

November 2007

Update on New Funds Available, Virginia Beach UZA

	JARC	New Freedom	
FY 2006	$555,706	$320,054	
FY 2007	$585,773	$337,279	(+5.4%)
FY 2008	?		
FY 2009	?		

Update from DRPT:
5310 will have on-line grant application
        Due Feb 1, 2008
        Need "good faith" evidence of coordination
                (through participation or other evidence)
        Need to identify in Regional Plan
        Share or what else?

Senior Navigator website (PNP)
        6 sites around the State
        what about non-Seniors? (working to add PWD)
        Meals, housing, other resources
        Expand through VA Dept of Aging (thru Secty of HHS)
                        No Wrong Door
                        Single phone # -- connect
        Where do I turn? (United Way of Peninsula)
        Info-sharing – agencies can access "on behalf of" client (details TBD)
        Tie to 211 ? (Wmsburg United Way)
                DMAS report ~ 5-6 years ago paper format (Donald/John to check)
        Need better database – connect & grow

1 – ISSUES / CONCERNS

Provide info to consumer – they decide what they want or want to do

?? – How to combine JARC/NF funds ?

Do we have enough vehicles ?
        Are they used efficiently?
        Insufficient capacity ?
        PAA has vehicles

Barriers – fear of loss of control

"No one else can take care of <u>my</u> people"

Long Distance SOV trip(s)
      Volunteers – insurance problem ??
          Check NCSL report

ARC = destination site
      3/4 of clients use – cost is the issue, tickets are useful
      travel training opportunities – maybe 25% could use?
      ~35 were using the bus, now only 10 or so because route was changed

HNNCSB – behind Sentara Complex (Farm Fresh), about 2 years
      3 bus stops, ~ 3/4 mile
      City of Hampton won't fund   (Need HRT cost-out)
      New campus – paying for shuttle & driver (8am to 6pm "constant")
          Round trip approx 15-20 minutes
          Wait at bus stop, call for returns
          Wednesday is lab day, very busy – more than 40 <u>people</u>, other days 25-30

Job Partnership (Good Seed serves 15 youth)
      HRT to Yorktown area
      Leave East End Newport News 8am, leave Wmsburg/Busch Gardens 7pm
? Can HRT go NN to Wmsbrg after 3pm ?
NN to Smithfield now 6am – need 2nd shift return
Church driver has CDL

Is there enough transportation available?
      Usually "designated" for specific groups
Cabs too expensive
      What subsidies available?
      ? Fairfax vouchers as model
How to get <u>info</u> to apply for subsidies for riders?

VA Beach serves Medicaid (City subsidizes 2/3rds)
      They're "our tourists", paying money to help "our city"

Parents are a "handicap" to travel training :-)
      *** Drivers need to announce stops
      HRT is getting enunciators

GPS needs training – dispatch staff & drivers
      What to do with results?

Accessible cabs – Consumers want them, BUT . . . driver & some company resistance)
      3 kinds of subsidies needed – purchase, maintain, driver ops
          (e.g., extra time needed)

probably for low-floor ramps only
TLPA study underway
Check service level requirements in ADA regs
Maybe only "endorse in concept" for starters

5310 agencies need to "play"

Guaranteed ride – does it go to Smithfield ?

Improve Existing resource -- Information sharing/Info & referral/Call Center
  PAA one of initial projects – State has 6 pilots at about $50K
  Plus money from Williamsburg Foundation
  Thru Senior Navigator & VDA as techies
  PAA grant ~ $600K – 3 years from July 2007
  Start-up area – Wmsbrg/JCC
  Marketing – Partnership building – expand database

2 -- STRATEGIES

Make use of existing resources
Make better use of what we have

211/511
? possibility of United Way deductions (check-off)

Buy service ?

Identify gap(s) and how to fill (them)

Suggestion – paratransit "impact" analysis for fixed-route service changes
  ** Public Works fiscal education on impact of inaccessible infrastructure **

Better connections to where jobs are (esp Wmsbg)

3 -- DESIRES / PROJECTS

Single-portal info – "one stop"

No Wrong Door -- Senior Navigator system– "Get Care"
  Info about providers
  Online also
    NOTE: If provider is not listed, they won't come up as an option
  124 to 135 agencies currently in database (some date back to 2005)

APPENDIX F
COMBINED SUMMARY of STAKEHOLDER MEETING DISCUSSIONS

Design Issues: How many people don't have a phone? (very small %)
Williamsburg area fairly affluent, retirees (growing)
Need "lifeline" capability as needed
Local call or 800-toll-free
24 / 7 ? – could shorten with advance reservation
Hospital discharges could be anytime
Need to define/clarify what is <u>hospital</u>'s obligation
Medicaid distinguishes Urgent/NEMT purposes
What if person is still applying?

<u>Human</u> presence – but hard to predict when needed
Need to be able to "triage" info
How many "operators" needed to run a call center?

Need searchable database, with privacy protections

Need/Want commute/employer connections
Route 60 (about 15x a day) – grey line
Need accessible buses
No paratransit issues (so far) in Wmsbg area
Jobs in Williamsburg/JCC area
WAT to NN (route 121 NN/Patrick Henry, off 64 to Wms TC, ~4x daily)
? Need Southside connection to/from Williamsburg ?

Travel training

Wmsburg needs workers (from Surrey via ferry)
PORTCO, CSBs, Eggleston
10/460/58 connector

Software for scheduling? (yes, eligible project)

What about a "paper directory" of info?
411-211-511
Info needs to be available & accessible

Voucher program
Have cab services & curb-to-curb
"Individual programs w/in Human Service" dept can subsidize
"All that's needed is admin funding" -- ?????

GPS for Handi-Ride (include MDTs)
80 to 100 vehicles – some efficiency, more accountability
Coordinate vans with bus

Navigation systems to guide paratransit drivers (esp new ones)
    Helps with turnover
    Cut down on chatter

Want extended bus hours, esp evenings & weekends

Projects wanted
* GPS
* employment shuttles
Accessible cabs – a least a few
Call centers
Vouchers
Travel training
Mobility mgmt
Other infrastructure – talking signs, shelters, curb cuts, sidewalks

4 -- CRITERIA

Make use of existing resources
Make better use of what we have

** Sustainability **

5310 agencies need to "play"

 "Bang for Buck" (use scarce resources) – no overall consensus on "need" vs "number"
    HRPDC uses 100% of federal poverty level for EJ analysis

Is it "regional" in nature? – multi-jurisdictional
Coordinate – partnerships
SHARE

Efficient

Bring people where jobs are

Should be a cost analysis of what approach is cheaper (for info project)

APPENDIX G
ELIGIBLE PROJECTS by FUND SOURCE

EXCERPTS FROM FTA PROGRAM GIDANCE

FTA C 9050.1 The Job Access and Reverse Commute Program (JARC), pages III-8 to III-10

ELIGIBLE ACTIVITIES. Funds from the JARC program are available for capital, planning, and operating expenses that support the development and maintenance of transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects.

In the conference report accompanying SAFETEA–LU, the conferees stated an expectation that FTA would "continue its practice of providing maximum flexibility to job access projects that are designed to meet the needs of individuals who are not effectively served by public transportation, consistent with the use of funds described in the *Federal Register*, Volume 67 (April 8, 2002)" (H.R. Report 109–203, at Section 3018 (July 28, 2005)). Therefore, eligible projects may include, but are not limited to capital, planning, and operating assistance to support activities such as:

a. Late-night and weekend service;

b. Guaranteed ride home service;

c. Shuttle service;

d. Expanding fixed-route public transit routes;

e. Demand-responsive van service;

f. Ridesharing and carpooling activities;

g. Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);

h. Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;

i. Promotion, through marketing efforts, of the:

   (1) use of transit by workers with non-traditional work schedules;

   (2) use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;

   (3) development of employer-provided transportation such as shuttles, ridesharing, carpooling; or

(4) use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986;

j. Supporting the administration and expenses related to voucher programs. This activity is intended to supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Vouchers can be used as an administrative mechanism for payment to providers of alternative transportation services. The JARC program can provide vouchers to low-income individuals to purchase rides, including (1) mileage reimbursement as part of a volunteer driver program, (2) a taxi trip, or (3) trips provided by a human service agency. Providers of transportation can then submit the voucher to the JARC project administering agency for payment based on pre-determined rates or contractual arrangements. Transit passes for use on fixed route or Americans with Disabilities Act of 1990 (ADA) complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match;

k. Acquiring Geographic Information System (GIS) tools;

l. Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;

m. Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;

n. Deploying vehicle position-monitoring systems;

o. Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and nonurbanized areas to suburban work places;

p. Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;

q. Otherwise facilitating the provision of public transportation services to suburban employment opportunities;

r. Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive JARC funding to support the administrative costs of sharing services it provides to its own clientele with other low-income individuals and coordinate usage of vehicles with other non-

profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

(1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;

(2) Support for short term management activities to plan and implement coordinated services;

(3) The support of State and local coordination policy bodies and councils;

(4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;

(5) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

(6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and

(7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

FTA C 9045.1 New Freedom Program, pages III-7 to III-11

ELIGIBLE ACTIVITIES. New Freedom Program funds are available for capital and operating expenses that support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services. For the purpose of the New Freedom Program, "new" service is any service or activity that was not

operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the STIP. In other words, if not for the New Freedom Program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities.

Maintenance of Effort: Recipients or subrecipients may not terminate ADA paratransit enhancements or other services funded as of August 10, 2005, in an effort to reintroduce the services as "new" and then receive New Freedom funds for those services.

Eligible projects funded with New Freedom funds may continue to be eligible for New Freedom funding indefinitely as long as the project(s) continue to be part of the coordinated plan.

Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the ADA and must (1) be targeted toward individuals with disabilities; and (2) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services.

The list of eligible activities is intended to be illustrative, not exhaustive. Recipients are encouraged to develop innovative solutions to meet the needs of individuals with disabilities in their communities.

a) New Public Transportation Services Beyond the ADA. The following activities are examples of eligible projects meeting the definition of new public transportation.

1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of "new:"

(a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA;

(b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;

(c) The incremental cost of providing same day service;

(d) The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;

(e) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

    (f)   Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600 lb design load, and the acquisition of heavier-duty vehicles for paratransit and/or demand-response service; and

    (g)   Installation of additional securement locations in public buses beyond what is required by the ADA.

2) <u>Feeder services</u>. New "feeder" service (transit service that provides access) to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.

3) <u>Making accessibility improvements to transit and intermodal stations not designated as key stations</u>. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:

    (a)   Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals or other accessible features,

    (b)   Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA,

    (c)   Improving signage, or wayfinding technology, or

    (d)   Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).

4) <u>Travel training</u>. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

b) <u>New Public Transportation Alternatives Beyond the ADA</u>. The following activities are examples of projects that are eligible as new public transportation alternatives beyond the ADA under the New Freedom Program:

1) <u>Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs</u>. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs provided that the vehicle has the capacity to accommodate a passenger who uses a "common wheelchair" as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.

2) <u>Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers</u>. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Providers of transportation can then submit the voucher for reimbursement to the recipient for payment based on pre-determined rates or contractual arrangements. Transit passes for use on existing fixed route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (Federal/local) match.

3) <u>Supporting new volunteer driver and aide programs</u>. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both "new" and "beyond the ADA." FTA encourages communities to offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.

4) <u>Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation</u>. Mobility management is an eligible capital cost. Mobility

management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive New Freedom funding to support the administrative costs of sharing services it provides to its own clientele with other individuals with disabilities and coordinate usage of vehicles with other non-profits, but not the operating costs of the service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

(a) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;

(b) Support for short term management activities to plan and implement coordinated services;

(c) The support of State and local coordination policy bodies and councils;

(d) The operation of transportation brokerages to coordinate providers, funding agencies and customers;

(e) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

(f) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and

(g) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

APPENDIX G
ELIGIBLE PROJECTS by FUND SOURCE

FTA C 9070.1F Section 5310 Elderly Individuals and Individuals with Disabilities Program, pages III-4 to III-6

ELIGIBLE CAPITAL EXPENSES. Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(a)(1) to support the provision of transportation services to meet the special needs of elderly persons and persons with disabilities. Examples of capital expenses include, but are not limited to:

(a) buses;

(b) vans;

(c) radios and communication equipment;

(d) vehicle shelters;

(e) wheelchair lifts and restraints;

(f) vehicle rehabilitation; manufacture, or overhaul;

(g) preventive maintenance, as defined in the National Transit Database (NTD);

(h) extended warranties which do not exceed the industry standard;

(i) computer hardware and software;

(j) initial component installation costs;

(k) vehicle procurement, testing, inspection, and acceptance costs;

(l) lease of equipment when lease is more cost effective than purchase. Note that when lease of equipment or facilities is treated as a capital expense, the State must establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A–94, which provides the necessary discount factors and formulas for applying the same;

(m) acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. The State, as recipient, has the option to decide whether to provide funding for such acquired services. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(a)(3) is limited to the Section 5310 program;

(n) the introduction of new technology, through innovative and improved products, into public transportation;

(o) transit related intelligent transportation systems (ITSs); and

(p) supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. For example, a non-profit agency could receive Section 5310 funding to support the administrative costs of sharing services it provides to its own clientele with other elderly individuals and/or individuals with disabilities or elderly individuals and coordinate usage of vehicles with

other non-profits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:

(1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low income individuals;

(2) Support for short term management activities to plan and implement coordinated services;

(3) The support of State and local coordination policy bodies and councils;

(4) The operation of transportation brokerages to coordinate providers, funding agencies and customers;

(5) The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;

(6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and

(7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems. (Acquisition of technology is also eligible as a stand alone capital expense).

APPENDIX H
EVALUATION CRITERIA

for COMPETITIVE PROJECT SELECTION
(based on Regional Stakeholder discussion and
consistency with DRPT Statewide process)

In addition to the requirement for all JARC and New Freedom projects to be derived from a locally developed, Public Transit – Human Services Transportation Coordinated Human Plan, projects must be selected on a competitive basis.   As a minimum, applicants must include the following information, sufficient for evaluation, as part of their application; additional justification is, of course, welcome.

Project Needs/Goals and Objectives (maximum 25 points)

1) Describe the unmet need (expand upon the information identified in the Coordinated Plan) that the project seeks to address. How will these needs be addressed?

2) Estimate the number of people within the target population that the project will serve and briefly describe the rationale for the projection – including the total number of people to be served and average number of one-way trips provided (if applicable) per month. Also, if applicable, include the current percentage of low-income passengers and/or passengers with disabilities.

3) Describe the service area and community. (Add tables, charts, maps to support your responses.) Identify, to the extent possible, the magnitude of need by the population to be served in addition to the number of persons served.

4) Provide specific information how the projects/funding will address gaps in current service for your community. Will the project also help meet transportation needs outside this population? If yes, explain how.

5) Fund Source–specific Issues:
> a-- For New Freedom project: describe how the requested funds (capital or operating) are used to provide a "new service", and how the project exceeds the requirements of the Americans with Disabilities Act.

> b-- for JARC project: identify the reverse commute issues and what employment centers/activities will be served, and/or how low-income persons will benefit from this project.

Implementation Plan (maximum 20 points)

6) Provide an operational plan for providing service. Include time tables and maps (if applicable) showing the service coverage from the project.

7) Provide a description of how the agency intends to implement the project, and what steps will be required. Include a timeline for project implementation. Describe how "success" will be measured.

8) Explain how the project relates to other services or programs provided by the agency and community and demonstrate how it can be achieved with the agency's technical ability.

9) Describe how the agency will market the project to the target population and how the agency will promote public awareness of the program.

10) How does the project improve safety and mobility?

Ability of Applicant/Sustainability of Project (maximum 30 points)

11) Provide the number of years the applicant has provided services/transportation for low-income persons and/or individuals with disabilities.

12) Provide information on the number of agency personnel (e.g., management/ administrative staff, existing drivers, etc.) to support the project.   Will the agency hire additional personnel to support the project? Identify relevant qualifications and training for these staff. How will personnel and other operating costs be continued beyond initial implementation?

13) Describe in detail the agency's plan to sustain the proposed program beyond the FTA Coordination funds requested.

14) Maintenance of Assets
   a -- For vehicle requests: Describe the agency's vehicle maintenance program (if applicable), addressing the following:
   - Pre-trip inspections
   - Preventive and routine maintenance
   - Contingency Plan for when equipment is out of service

   b -- for other equipment requests: describe how the equipment or asset will be maintained and kept in good condition throughout its useful life.

15) Describe the source(s) and assurance of ongoing continuation of funding for local match.

APPENDIX H
EVALUATION CRITERIA

<u>Coordination Efforts (maximum 25 points)</u>

16) In addition to participation in the Hampton Roads Coordinated Plan process, identify ways in which the applicant will continue to involve key Stakeholders on a continuing basis.

17) Describe how the project will be coordinated with other public transportation or social service programs in the area. Please be as detailed as possible. For example, describe how your agency does or will:
      a) Share vehicles with other agencies;
      b) Share dispatching or scheduling duties;
      c) Share in maintenance costs;
      d) Coordinate client trips; and/or
      e) Coordinate staff training program?
      f) Describe other coordination strategies.

18)   a) If applicant is a public agency, how were private sector partners included in developing the project?
      b) If applicant is a private agency, how were public sector partners included in developing the project?

<u>For Applications Requesting FY 2006 Funds (maximum 10 points extra)</u>

19) JARC and New Freedom funds attributable to FY 2006 apportionments must be obligated not later than September 30, 2008. Projects requesting these funds will be eligible for up to 10 points "extra" based on an evaluation of the ability of applicant and project to be approved by FTA in a timely manner to meet this deadline.

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FTA Section 5316
Job Access & Reverse Commute (JARC)

and

FTA Section 5317
New Freedom

Hampton Roads Transit
3400 Victoria Blvd.
Hampton, VA 23661
Telephone: (757) 222-6077
Email: coordination @hrtransit.org

IMPORTANT NOTE: Minor administrative amendments to improve the project application and selection process may be incorporated to **Appendix H** and **Appendix I** as a result of the first round of funding.

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FTA Section(s) 5316 and 5317

Hampton Roads Area
Program Information for Funding Applications:

Project Application Forms, Instructions, and
First Cycle Schedule for
JARC and New Freedom

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See additional information in the
Hampton Roads Area Public Transit --
Human Services Transportation Coordinated Plan
(Adopted April 2008) available at:
http://www.coordination.dcstech.org/

IMPORTANT NOTE: Minor administrative amendments to improve the project application and selection process may be incorporated to **Appendix H** and **Appendix I** as a result of the first round of funding.

APPENDIX I

PROGRAM INFORMATION

The **JARC** program is authorized under the provisions set forth in the Safe, Accountable, Flexible, Efficient Transportation Equity Act, a Legacy for Users (SAFETEA-LU), enacted on August 10, 2005, as codified at 49 U.S.C 5316. These provisions authorize grants to a recipient or subrecipient for access to jobs and reverse commute projects designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment.

The **New Freedom** (NF) Program is authorized under the provisions set forth in SAFETEA-LU, enacted on August 10, 2005, as codified at 49 U.S.C. 5317.

SAFETEA-LU requires that projects selected for funding under the JARC and New Freedom programs be "derived from a locally developed, coordinated public transit-human services transportation plan," generally referred to throughout this document as "the Coordinated Plan." For the Hampton Roads Area, this Plan was endorsed by Williamsburg Area Transit (WAT) on April 8, 2008 and by the Hampton Roads Metropolitan Planning Organization (HRMPO) on April 16, 2008. The Regional **Coordinated Plan** was approved by the Transportation District Commission of Hampton Roads (TDCHR) on April 24, 2008.

Goals

The goal of the **JARC** program is to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals throughout the country. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals . The program requires coordination of federally assisted programs and services in order to make the most efficient use of Federal resources.

New Freedom program funds are available for capital and operating expenses that support new public transportation **services** beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation **alternatives** beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services.

For the purpose of the **New Freedom** program, "new" service is any service or activity that was not operational before August 10, 2005 and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the State Transportation Improvement Plan (STIP). In other words, if not for the New Freedom program, these projects would not have consideration for funding and proposed service enhancements would not be available for individuals with disabilities.

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Both new public transportation services and new public transportation alternatives are required to go beyond the requirements of the ADA and must: (1) be targeted toward individuals with disabilities; and (2) meet the intent of the program by removing barriers to transportation and assisting persons with disabilities with transportation, including transportation to and from jobs and employment services.

Eligible Applicants and Projects

There are three categories of eligible subrecipients of **JARC** and **New Freedom** funds:

a. Private non-profit organizations. A non-profit organization is a corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c) which is exempt from taxation under 26 U.S.C. 501(a) or one which has been determined under State law to be non-profit and for which the designated State agency has received documentation certifying the status of the non-profit organization;

b. State or local governmental authority; and

c. Operators of public transportation services.

Private operators of public transportation services can partner with an eligible subrecipient and receive Federal funds, however they cannot be a direct subrecipient.

Applicants who consider applying for the funds must also reasonably meet technical capacity requirements for grant administration and program management. Please refer to **Appendix A** for this guidance.

Projects are eligible for both capital (80/20 match) and operating (50/50 match). Detail on the type of projects that are eligible is contained in **Appendix G** of the **Coordinated Plan**.

Available Funds

The annual Federal Fiscal Year **JARC** and **NF** apportionments are published in the Federal Register after Congress has acted on funding. Hampton Roads Transit has been appointed by the Governor as the designated recipient for **JARC** and **NF** funds which are apportioned to the Virginia Beach Urbanized Area. Information on funds attributable to Fiscal Years 2006 through 2008 that are available for projects is contained in the **Coordinated Plan**.

Federal/Local Match Requirements

Funds can be used to support up to 80 percent (80/20 match) for capital projects (as defined by SAFETEA-LU and FTA, including mobility management projects), and not

more than 50 percent (50/50 match) of projects for operating assistance. Non-DOT Federal funds and local and private funds can be used as a match. Sources for Non-DOT Federal funds include (but are not limited to) Temporary Assistance for Needy Families, Medicaid, employment training programs, Rehabilitation Services, and Administration on Aging. Examples of sources of local match which may be used for any or all of the local share include: State or local appropriations; other non-DOT Federal funds; dedicated tax revenues; private donations; revenue from human service contracts; toll revenue credits; and net income generated from advertising and concessions.

Coordinated Plan Requirement

SAFETEA-LU requires that projects selected for funding under the **JARC** and **New Freedom** programs be derived from a "locally developed, coordinated public transit-human services transportation plan," and that the plan be developed through a process that includes representatives of public, private, and non-profit and human services transportation providers and participation by the public.

Applicants for funds under **JARC** or **NF** should be able to identify in the **Hampton Roads Coordinated Plan** where their proposed project is included in "Key strategies" or "Types of projects."

Public Notice Requirement

Grant applicant, including any subrecipient(s), must provide an adequate opportunity for public review and comment on a project. As the designated recipient of **JARC** and **NF** funds, Hampton Roads Transit will work with project sponsors to ensure adequate public information, but responsibility for this element rests ultimately with the project sponsor.

TIP/STIP Requirement

The project proposed must be a product of the metropolitan planning process and/or the statewide planning process specified in 49 CFR Part 613 and 23 CFR Part 450. That is, all transit projects for which Federal funds are expected to be used and that are within metropolitan planning boundaries must be included in a metropolitan Transportation Improvement Program (TIP) approved by the Metropolitan Planning Organization (MPO) and the chief executive officer of a State and in a Statewide Transportation Improvement Program (STIP) that has been approved by FTA and FHWA.   The Hampton Roads MPO is staffed by HRPDC, who will assist with TIP amendments and a Program of Projects, as needed.

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Competitive Grant Process

As the designated recipient of **JARC** and **New Freedom** funds for the Virginia Beach Urbanized Area, Hampton Roads Transit is responsible for evaluating and selecting projects on a competitive basis. That responsibility is carried out in partnership with Williamsburg Area Transit and the Hampton Roads Planning District Commission (HRPDC).

Certifications and Assurances

A grant applicant applying for assistance under any FTA grant program must annually submit certifications and assurances that are applicable to the grant applicant's grant request during the fiscal year. FTA's annual Certifications and Assurances include basic program requirements for the **JARC** and **New Freedom** programs. It is HRT's responsibility to competitively select projects and certify that they are derived from a coordinated plan and that the local applicant's authorized representative has signed the affirmation page binding the applicant's compliance.

Required Certifications and Assurances are available:

For FY 2006, at:
  http://www.fta.dot.gov/funding/apply/grants_financing_3081.html

For FY 2007, at:
  http://www.fta.dot.gov/funding/apply/grants_financing_6018.html

For FY 2008, at:
  http://www.fta.dot.gov/funding/apply/grants_financing_7411.html

FTA and the Applicant understand and agree that not every provision of these certifications and assurances will apply to every Applicant or every project for which FTA provides Federal financial assistance through a grant agreement or Cooperative Agreement. The type of project and the section of the statute authorizing Federal financial assistance for the project will determine which provisions apply.

Post-Grant Reporting Requirements

Grants are issued to sub-grantees on a reimbursement basis. Costs must be incurred before payment is made. All costs charged to FTA-assisted projects must be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in detail the nature and propriety of the charges. Operating assistance funds, if any, will be paid upon reimbursement from FTA. An agency's request for payment will only be approved if it is accompanied by the documentation in a form that is approved by HRT.

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Checklist for All Hampton Roads Area JARC and New Freedom Applicants

☐   Project or Need must be part of the Hampton Roads Area Coordinated Public Transit-Human Services Transportation Plan

☐   Identification of Public Notice of Project Application

☐   Completed **JARC/New Freedom** Application with Supporting Documentation

☐   Signed FTA Certifications and Assurances

Hampton Roads Transit reserves the right to add, delete, or clarify any of these requirements as needed, after adequate public and Stakeholder notice and opportunity for comment.

Schedule of Application Process

The following schedule is planned for funding attributable to projects using FY 2006 JAR and/or New Freedom funds, which must be obligated through the FTA process by September 30, 2008:

Funding Applications Submitted	Friday April 25 through Friday May 16 (3 weeks)
Section Committee Review/Recommendation	week of May 19-23
TTC Recommend Release for Public Review	Wednesday June 4
HRT O&O Committee Recommend Projects for Approval	Friday June 13
MPO Release Project List (POP & TIP) for Public Comment	Wednesday June 18
HRT Commission (TDCHR) Approval of FY 2006 Projects	Thursday June 26
TTC Recommends Program of Projects & TIP Approval	Wednesday July 2
MPO Approves POP & TIP Amendment	Wednesday July 16

Requests for projects utilizing funding from FY 2007 and FY 2008 will be considered and acted upon at a later date, anticipated by November 2008. The Regional Partner agencies will consider, on an as needed basis, possible minor administrative amendments to improve the project application and selection process that may be incorporated to **Appendix H** and **Appendix I** as a result of the first round of funding, and which are incorporated by reference into this Coordinated Plan.

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APPENDIX I-1 – TECHNICAL CAPACITY
NOTE: Not all of these provisions will apply to every application, and not all examples of potential projects here will be funded.

Grant Administration

Local grant recipients must have procedures for managing grants and submitting timely and complete reports. The local grant recipients, and ultimately HRT, are responsible for administration and management of the grant in compliance with the grant agreement and other incorporated documents, including the statutes, regulations, the Master Agreement, and FTA circulars. Thus, HRT must have a mechanism to ensure continuous administration and management of the grant projects. Based on FTA requirements, HRT requires that there be a clear line of authority and responsibility for grant administration and for preparing required reports to HRT.

Local grant recipients are required to have fiscal control and accounting procedures sufficient to:
- Permit preparation of required reports
- Permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes.

Program Management

HRT is required by FTA to ensure that recipients of **JARC** and **New Freedom** assistance from FTA comply with federal requirements. These include but are not limited to:

1) Vehicles and Equipment Management

   FTA and HRT encourage maximum use of vehicles funded under the **JARC** and/or **New Freedom** programs. Vehicles are to be used first for program related needs for which a grant is made and then to meet other transportation needs of other Federal programs or project needs, providing that they do not interfere with the project activities originally funded.

   Organizations receiving grant funds can only title their vehicle(s) to the grant recipient. It may be beneficial for recipients to co-title vehicles with local governmental entities, in order to take advantage of blanket insurance rates or to participate in bulk purchases of fuel, maintenance and supplies. This is permitted where it results in a direct benefit to the recipient in providing special service, and as long as the recipient maintains continuing control over the vehicle and utilizes the vehicle for its authorized purpose. HRT will be the First Lien-Holder on all FTA **JARC** and **New Freedom** vehicles.

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The useful life of all FTA **JARC** or **New Freedom** vehicles is a minimum of 4 years or 100,000 miles. After the equipment has reached the minimum of 4 years or 100,000 miles the sub-recipient may be able to apply for a replacement vehicle in the next cycle, depending on the outcome of federal reauthorization by Congress. The equipment will still remain in HRT control and will remain on the HRT vehicle inventory. The sub-recipient is required to report to HRT when a vehicle is in an accident, stolen or other property damage.

When the sub-recipient is ready to sell the vehicle and vehicle is past the useful its useful life, a written request must be made to HRT to release the title. HRT will notify the sub-recipient if the request has been approved or disapproved. If the vehicle title has been released and is past its useful life the sub-recipient can sell the vehicle and use the proceeds of the sale in their transportation program. A sub-recipient that requests a vehicle title that is not past its useful life because the sub-recipient no longer needs the vehicle for the purposed for which it was acquired. HRT will seek to have the vehicle transferred to another eligible sub-recipient. The original sub-recipient will reimbursed for 20% of the fair market value of the vehicle by the new sub-recipient. If HRT cannot find an eligible sub-recipient for the vehicle and HRT approves of the original sub-recipient to sell the vehicle 80% of the proceeds of vehicle will be returned to HRT.

2) Governance

   Grantees must have the legal capacity to receive federal and state grants. Grantees must have a designated body legally responsible for the overall organization, management and operation of the transportation system. The Board should be both representative of the community to provide management with community advice and bring management and other expertise from which transit management can draw. The Board should meet regularly and must conduct business in an open and transparent manner. The Board should set policy, goals, and objectives for the system and not involve itself in day-to-day operations.

3) Financial Management

   Grantees must have sufficient local resources to provide the required match and carry out the proposed project. At least 20% of the local share must come from non-USDOT sources for capital costs and at least 50% of the local share must come from non-USDOT sources for operating costs. Grantees must also have the financial management systems to account for and report on **JARC** and/or **New Freedom** assistance. Grantees must maintain financial records for at least 3 years from the expiration date of the grant.

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4) Satisfactory Continuing Control

Grantees must use FTA-funded equipment to provide transportation as described in the application. Grantees must maintain a combined single limit of insurance coverage of at least $1 million on FTA-funded vehicles and must submit proof of insurance annually. Grantees must carry enough insurance to replace any FTA funded equipment such as, bus lifts, etc. Grantees must obtain prior written approval from HRT before selling, leasing, or disposing of vehicles, equipment or facilities that have remaining federal interest. Grantees must have procedures to prevent loss, damage, or theft of FTA-funded property and inventory.

5) Personnel

Grantees should have Board-approved personnel policies. Current job descriptions and/or position classifications should be on file for every position related to, or affiliated with, the **JARC** or **NF** program. The agency should maintain records for every transportation employee, including annual employee performance evaluation.

6) Equal Employment Opportunity (EEO)

Grantees may not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. Grantees must take affirmative action to ensure that applicants and employees receive fair treatment without regard to race, color, creed, national origin, sex, disability, or age. Grantees must post in conspicuous and accessible places and make available to employees and applicants for employment notices setting forth an EEO policy.

7) Maintenance

Grantees must have the managerial capability to maintain FTA-funded equipment and facilities. Grantees must have a written maintenance plan for vehicles and facilities and facility-related equipment. Grantees must maintain project equipment and facilities at a high level of cleanliness, safety, and mechanical soundness. Grantees must maintain all accessibility features and equipment in good operating condition. Grantees must have procedures to track when preventive maintenance inspections are due (by manufacture standards) and to schedule preventive maintenance inspections in a timely manner.

Grantees must have a pre-trip inspection program that addresses vehicle condition, appearance, cleanliness, and safety. Deficiencies noted in a pre-trip inspection must be repaired in a timely manner and properly reviewed by management.

Grantees must repair accessibility features promptly and take reasonable steps to continue service to persons with disabilities while repairs are being made. Grantees must maintain a file on each piece of equipment that contains daily logs, inspection checklists, and repair records.

8) Service Provision

Grantee should have effective procedures in order to ensure quality service delivery to the public. A comprehensive training program is a key component of a quality assurance program. Grantee should collect and use financial and operating data to monitor the effectiveness and efficiency of operations. Grantee should report key financial and operating data to the Board.

9) Safety and Security

Grantees must document that drivers have a valid operator's license, have a safe driving record, and received training acceptable to HRT.   In addition to initial training, HRT expects that all drivers have at least ten hours of documented safety training per year. All safety devices must be in operative condition. All vehicles must have a blood-borne pathogens kit, first-aid kit, fire extinguisher, bi-directional reflective triangles, and web cutters. Drivers and in some instances passengers must wear seat belts. Smoking is prohibited on all vehicles. Drivers must focus on driving and limit distractions when vehicles are in motion.

Drivers and other personnel must understand the need for vigilance in transportation settings to help prevent terrorism and – equally important – to deter crime and increase safety throughout transit systems.

10) Americans with Disabilities Act (ADA)

Titles II and III of the Americans with Disabilities Act of 1990 (ADA) provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility. FTA sub-recipients must provide service for people with disabilities who are eligible for the agency service.

11) Meal Delivery and Incidental Use

Grantees may provide incidental service, including meal delivery, with FTA-funded vehicles but the service must not interfere with the provision of transit service and must bear the costs of providing the service.

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12) Title VI – Nondiscrimination in the Delivery of Service

FTA and HRT prohibit discrimination on the grounds of race, color, national origin, sex, age, physical or mental disability, or religion in the delivery of transportation services. FTA also prohibits discrimination on the grounds of low-income status. Title VI complaints must be reported to HRT within 24 hours of receipt of the complaint.

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APPENDIX I-2 - PUBLIC NOTICE REQUIREMENTS

The public hearing requirement in 49 U.S.C. 5323(b) for capital projects was changed by SAFETEA-LU. The law now associates more clearly the public involvement and hearing requirements for capital projects with the environmental review required by the National Environmental Policy Act (NEPA) and its implementing regulations. It also broadens the requirement to apply to all capital projects (as defined in 49 U.S.C. 5302). The grant applicant must provide an adequate opportunity for public review and comment on a capital project,

Sample Public Notice

The Agency X, Inc. from YourTown, Virginia proposes to provide transportation for developmentally disabled individuals in the county of MyPlace for the purpose of transporting developmentally disabled individuals to and from training, and other community integration and socialization projects. Funds are being requested to purchase a 9-passenger van with a wheelchair lift through the FTA New Freedom Program (Section 5317). The New Freedom formula grant program seeks to provide new public transportation services and public transportation alternatives beyond those currently required by the Americans with Disabilities Act of 1990. The vehicle will be used to transport disabled participants from their homes in MyPlace County to Agency X. and back to their homes from 6:00am to 6:00pm on weekdays. The van may be available for shared use with other agencies during these and other times. We invite any interested public or private transit or paratransit operator in the Hampton Roads area to comment on the proposed services by sending a written notice by (date) to Agency X.

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APPENDIX 3 - HAMPTON ROADS AREA
JARC/NEW FREEDOM APPLICATION

Hampton Roads Area
FTA JARC/New Freedom Program(s)
Application Package

IMPORTANT NOTE: All applications must include information sufficient to identify how the project addresses the evaluation criteria listed in **Appendix H** of the Hampton Roads Area Coordinated Plan.

GENERAL INFORMATION

A. Applicant Information:
Legal Name:
Address:
City/State/Zip:
Chief Executive Officer:
Contact Person:
E-mail:
Phone:
Fax:
Alternate Contact (*optional*):
Phone/Email:
Congressional District(s):
Employer Identification No:
Is the Agency Exempt from the State's 3% sales tax required by the Virginia Dept of Motor Vehicles?
State in Which Incorporated (Private Non-Profit Agencies must attach a copy of Articles of Incorporation)

B. Program (check which program(s) for which funds are applied for):
☐ Job Access & Reverse Commute Project – Section 5316   ☐ New Freedom Project – Section 5317

C. Project Type (check one):	
☐ Capital Only (80% of Project Cost) ☐ Capital & Operating	☐ Operating Only (50%) ☐ Mobility Management / Coordinated Planning (80%)

D. Project Information:

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Population of area to be served:	
Number of welfare recipients:	_____% of population
Number of low-income persons:	_____% of population
Number of persons with disabilities:	_____% of population

Is your agency a current recipient of: (check all that apply)

☐ 5310 Funds ☐ JARC Funds ☐ 5311 Funds ☐ 5307 Funds

Describe your agency's participation in the Hampton Roads Area Public Transit – Human Services Transportation Coordinated Plan:

Include a transmittal letter which includes the objectives to be achieved by this project and how they will be measured. A resolution or other formal action by the agency governing board requesting the FTA funds or otherwise authorizing the application and committing the agency to perform in accordance with federal and regional requirements must be attached.

Applicant Operating Budget

The applicant is required to provide an annual operating expense budget. Estimated expenditures should be relevant to the applicant's transportation program. Budget line items should be relevant to the chart of expense accounts provided on this page. If an expense account is not relevant to your agency's operating budget, put N/A in the corresponding blank.

"**Labor**" is the pay due employees including administrative and management staff for services they render in behalf of the human service transportation operation.

"**Fringe Benefits**" are payments or accruals to others on behalf of employees and payments or accruals direct to an employee arising from something other than the performance of a piece of work.

"**Maintenance**" is the cost of performing maintenance on transportation equipment. This is the cost of doing maintenance with outside contracts or having maintenance performed in house. This includes costs such as fuel, oil and tires.

"**Vehicle Insurance**" Cost of insurance on equipment.

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"**Purchased Transportation Service**" is the payment or accrual to other transportation providers to provide transportation to human service agency clients.

"**Other Expenses**" are those expenses that are attributed to other expense categories for transportation (travel, utilities, supplies, etc)

"**Total Revenue**" all revenue received by the project which cannot be included as the local match (passenger fares, passenger donations, contracts, advertising, other)

"**Net Project Cost**" is the difference between total operating expenses and revenues and is the amount of eligible expenses to be covered by local and federal shares.

Please indicate dates of fiscal year for budget: _____

OPERATING (50/50)	Current Budget	Amount Applied For
Labor		
Fringe Benefits		
Maintenance		
Vehicle Insurance		
Purchased Transportation		
Other Expenses		
Total Revenue		
Net Project Cost		

General Project Information

Project Name: _____

Project Description (attach pages as needed) _____
_____
_____

Cities/Counties Served: _____
_____

Project Type (check all that apply)

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☐ Purchasing vehicles.

☐ Other Capital (including equipment/facilities).

☐ Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.

☐ Supporting volunteer driver and aide programs.

☐ Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers.

☐ Other Types of Projects (describe in detail)

Estimated amount of Revenue that will be generated by this project:
_____

Anticipated Days/Hours of Service:
_____

Project Budget (Capital and Operating)

Funds can be used to support up to 80 percent (80/20 match) capital projects, and not more than 50 percent (50/50 match) of projects for operating assistance.   Please enter the dollar amount of **your application request (Capital and Operating) and the equipment** you wish to purchase in the appropriate columns below.

Capital

MOBILITY MANAGEMENT (80/20)	Budget	Amount Applied For
Labor		
Fringe Benefits		
Plans/Studies		
Technology (ex. GIS, GPS, dispatching technology, web technology, etc.)		
Other Expenses (specify) _____		
Total Expenses		
Federal Share (not more than 80%)		
Local Share (at least 20% , Identify Source)		

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OTHER CAPITAL

EQUIPMENT/FACILITIES	Type of Service	Cost	Federal Share (80%)	Local Share (20%)	Source of Local Share
Total Cost					

*Descriptions of available vehicles and unit costs are provided in Appendix A.

Operating

OPERATING (50/50)	Current Budget	Additional Amount Requested
Labor		
Fringe Benefits		
Maintenance		
Vehicle Insurance		
Purchased Transportation		
Other Expenses		
Total Expenses		
Total Revenue		
Net Project Cost (Total Expenses – Total Revenue)		

Note: The amount of eligible operating expenses does not include revenues.

Federal Share (not more than 50%)		Source of Local Share:
Local Share (at least 50%) -- identify source		